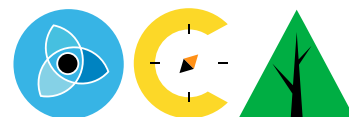


Provisional One Application 2025-26

for Camps and Outdoor Education Centres



**ONTARIO CAMPS
ASSOCIATION**

Please complete all sections applicable to your organization. Where a question is not applicable, enter N/A

Contact Information

Camp/Outdoor Education Centre:

Name (Director/Main Contact):

Main/Winter Address:

Winter/Main Phone #:

Toll-Free Phone #:

Summer Site Address:

Summer/Other Phone Number:

OCA Communications Email:

Public Email:

Legal Name of Camp/Outdoor Education Centre:

Owner/Operator:

Parent Organization and/or Camp Affiliation:

How does your Organization primarily identify:

Outdoor Education Centres check off Outdoor Education Centre AND whether they are day and/or overnight.

Day

Overnight

Outdoor Education Centre

All of the above

Does your Organization Provide:

Day

Overnight

Outdoor Education Centre

Rentals

What seasons do you operate?

Spring

Summer

Fall

Winter

Website:

Member Support: Could you use additional support and guidance as you work towards accreditation.

Founded:

Social Media Handles/URLs

Facebook:

X:

Instagram:

LinkedIn:

Camp/OEC Classification

It's important for camps/OECs joining OCA to self- identify the categories they best belong to. This helps the OCA with planning of conferences and events specific to certain operation types. Please check all that apply.

Religious

Special Needs

Agency

Overnight

Private

Outdoor Education Centre

Day

Campers With Disabilities Information

Please answer these questions to assist the OCA in directing parents of campers with disabilities to camps and OECs that can provide accommodations. Keep in mind that all camps and OECs have a duty to accommodate all campers under the Ontario Human Rights Code, and discriminating in a manner contrary to the Ontario Human Rights Code is prohibited.

Does your camp/outdoor education centre **exclusively** serve a population who have a specific disability or disabilities?

Yes

No

Does your camp/outdoor education centre have specialized programs for campers/participants with specific disabilities?

Specialized programs for campers/participants with disabilities are programs specially designed to integrate those campers/participants into your general camp/outdoor education centre population.

Yes

No

If yes to the above question(s), please indicate the specific camper/participant population(s) your camp/outdoor education centre serves.

ADD/ADHD

Deaf/Hard-of-hearing

Learning Disabilities

Autism Spectrum Disorder

Deafblind

Mental Health Diagnosis (e.g., Anxiety, Depression)

Behavioural/Emotional Concerns

Developmental Disabilities

Tourette Syndrome

Blind or partially sighted

Diabetes

Parent Provides 1:1

Camp Provides 1:1

Facial Differences

Physical Disabilities

Cancer

Genetic Disorders

Other (please list below)

Other:

If applicable, what types of specialized supports does your camp/outdoor education centre provide to these campers/participants?

Subsidies

Does your camp/outdoor education centre offer subsidies?

Yes

No

General Information:

All information will be held in confidence for accreditation review purposes.

Please state the Mission Statement and philosophy of your camp/outdoor education centre:

**Please email your current brochure and/or links to any other promotional materials to rose@ontariocamps.ca.*

What do you do in your program(s) to achieve your mission?

**Please email a complete activities list for your camp/outdoor education centre to rose@ontariocamps.ca.*

Why are you seeking OCA Accreditation and how do you hope to benefit from Membership?

**Please email rose@ontariocamps.ca a Long Range Plan for your camp/outdoor education centre.*

Program Information:

What months does your camp/outdoor education centre operate?

Please select all of the following non-summer programs you offer:

- Adult weekends
- March break camp
- Other (explain below)
- December holidays camp
- PA day camp
- Family retreats/family camp
- Passover camp

Please list other non-summer programs you offer:

Length of Time (Weeks):

Length of Time (Days):

Is your camp/outdoor education centre part of a parent organization that oversees multiple camps/outdoor education centres?

Yes No

If yes, list other camps/outdoor education centres under the same ownership/sponsoring agency:

Outdoor Education Centres

If you are a camp that offers Outdoor Education programs, please also fill out this field.

Do you offer any summer programs or run a camp when groups are not on site? If yes, what do you offer?

*For each session, list the name, start date, length, and cost per participant. Please email **rose@ontariocamps.ca** with additional information, if necessary.*

Maximum capacity of your outdoor education centre at any one time (staff plus participants):

Highest number of participants at any one time:

Total number of "participant days" last season:

A participant day = 1 participant for 1 day (e.g., 100 participants at your outdoor education centre for 5 days = 500 "participant days" (100 x 5).

How many groups did your outdoor centre host in your last fiscal year?

What is the suggested supervision ratio (participant/staff ratio) for your group?

Camps

If you don't offer Camp Programs, skip this section. Please answer based on your in-person programs only, not virtual camp.

Camp Sessions and Non-Summer Program Information:

*For each camp session/non-summer program, list the session name, start date, length and cost per camper. Please email **rose@ontariocamps.ca** with additional information, if necessary.*

What is the age range of your campers/participants?

Identification (check all that apply): All Gender: Inclusive of male, female, Non-Binary & gender variant individuals. Intergenerational: Any program that invites both parents/guardians or other adults to join in programming alongside the child/youth.

Co-ed Only (male/female) Male Only Female Only All Genders (2SLGBTQIA+ inclusive) Intergenerational

Maximum capacity of your camp at any one time (staff plus campers/participants):

Highest number of campers/participants at any one time:

Total number of "camper/participant days" last season (in person only):

A camper/participant day = 1 camper/participant for 1 day (e.g., 100 campers/participants at camp for 5 days = 500 "camper/participant days" (100 x 5).

What is your overall camper/participant to staff ratio?

Did you have campers sponsored by an agency last season?

Yes

No

If yes, how many?

If yes, what percent of total campers were sponsored by an agency?

Did you have a CIT or LIT program last season?

Yes

No

Staff Information

Paid and Volunteer Staff Information:

Please use numbers from your most recent camp/outdoor education centre operation. This information is kept confidential and is only used for the purposes of bulk data reporting.

Type of Paid Staff	Work with Campers/ Participants	Not Work with Campers/ Participants	Age Range
Administrative (incl. Directors)			
Kitchen, Maintenance, Drivers, etc.			
Contractors (incl. Catering Services)			
Senior Staff			
Counsellors			

Type of Volunteer Staff	Work with Campers/ Participants	Not Work with Campers/ Participants	Age Range
Administrative (incl. Directors)			
Kitchen, Maintenance, Drivers, etc.			
Contractors (incl. Catering Services)			
Senior Staff			
Counsellors			

Occupation/Student	# of Paid Staff	# of Volunteer Staff
Staff in Secondary School		
Staff in University/College		
Staff in the Workforce		
Other: _____		

What resources do you use to hire staff? (e.g., job fairs, word of mouth, LinkedIn, Indeed, etc.)

Do you ask for criminal background checks for all staff/volunteers? (**Learn More**)

Yes

No

How do you interview staff? (check all that apply)

In person

Virtual Interview

Phone

Other

If other, please explain:

How many Canadian staff do you have? (If none, enter 0)

How many Temporary Foreign Workers do you hire? (If none, enter 0)

How many of your staff are from the USA? (If none, enter 0)

How many of your staff are from Mexico? (If none, enter 0)

How many of your staff are from other international countries? (If none, enter 0)

Total wages (\$) paid to Canadian camp staff:

Total wages (\$) paid to camp staff who are Temporary Foreign Workers:

Director Information:

Number of years of experience of Director:

*Please email the Director's resume to **rose@ontariocamps.ca**.

Is the Director familiar with the OCA and our Standards?

Yes

No

Has the Director ever led an OCA Accredited Camp/Outdoor Education Centre before?

Yes

No

If yes, please indicate which camp/outdoor education centre (s) and the year(s) of service:

Camper/Participant Information

For this section, please use numbers from your 2025 fiscal year. If none, enter 0. Note: If your camp/OEC didn't run in 2025 please refer to numbers in 2024.

How many campers/participants did you have from Quebec?

How many campers/participants did you have from the USA?

How many campers/participants did you have from Mexico?

How many campers/participants did you have from other international countries?

Total of all camp/participant fees (\$):

Amount from foreign campers/participants, including Mexico and USA (\$):

Annual gross revenue of your operations (\$):

*Please email **rose@ontariocamps.ca** a copy of your last financial statements.*

Additional Information

Has your camp/outdoor education centre ever received a notice of violation/order from a government or regulatory body such as Public Health or the Ministry of Transportation?

Yes

No

If yes, what was the date of the violation?

If yes, what department/organization issued the violation notice?

If yes, what matter was it regarding?

If yes, what did you do to resolve the matter?

Reference Information:

Please provide contact name, role, organization, phone number and email for each reference.

Reference #1: Bank Manager or Chartered Accountant

Reference #2: Landlord, Management Company, and/or Vendor

Reference #3: Solicitor or Affiliated Religious Professional

Reference #4: Camper Parent

Reference #5: Current or Former Staff Member

Reference #6: Google Reviews (link website)

Optional Reference: OCA or other Provincially Accredited Camp or Outdoor Education Centre

If you have any negative google reviews, please attach a short explanation (max 500 words) outlining the context and any remedial action taken.

Reference Forms - All references will be included with P1 application to the OCA by March 6, 2026.

Accreditation Standards Questions/Policies and Procedures

Membership in the OCA means that our members agree with our mission, vision, and values and that Camps/OEC's adhere to all mandatory standards.

*Please review the following **Standards** before submitting your application:*

MA.2.1. Does the camp follow all applicable provincial and federal laws and regulations for any programs that it operates, and, for any programs operating outside Ontario, where there is no equivalent provincial legislation, does the camp follow the applicable Ontario law or regulation?

MA.2.9. Does the camp have written policies and practices preventing discrimination to provide positive spaces for participants, staff, and volunteers by aligning their core values with the OCA's core values (see Contextual Education) and the Ontario Human Rights Code?

MA.2.10. Does the camp have written Diversity, Equity and Inclusion policies and practices that explicitly address the inclusion and support of racialized and 2SLGBTBQ+ campers, families, staff, and volunteers?

MA.4.1. Does the camp have written policies and rules, which promote safety for all participants and staff?

MA.4.4. Does the camp have a system in place to adequately track participant attendance? This includes arrival to camp, departure from camp, and early or emergency departures.?

MA.4.6. Does the camp have a Camp Safety Plan?

In order for your camp/OEC to be a successful member of the OCA community, adherence to these Standards is mandatory.

Does your camp have general liability coverage? Yes No

I confirm that I have provided a copy of my insurance policy. Yes No

If yes, please specify the amount (\$):

Payment Information

Individual Camp/Outdoor Education Centre: \$418.00 + \$54.34 (HST) = \$472.34

Multiple Locations: Category Definition: More than one Camp/Outdoor Education Centre operated by one parent organization. Total number of satellite locations:

Multiple Locations Additional Fee (4 Sites and Under): \$518.63 + \$67.42 (HST) = \$586.05 per satellite location.

If your Camp/Outdoor Education Centre has four or fewer sites, you will pay the Provisional One fee of \$418.00+ HST, plus an additional fee of \$518.63+ HST per location for all other locations in the multiple locations operation.

Fee calculation Multi-Site 4 & Under example: Camp ABC has four camp locations. The fee is \$418.00 + HST (\$54.32 for the main camp and \$518.63+ HST (\$67.42) x 3 for the satellites for a total of \$1,193.23

Multiple Locations Additional Fee (5 Sites and Over): \$223.97+ \$29.12 (HST) = \$253.09 per satellite location.

If your Camp/Outdoor Education Centre has five or more sites, you will pay the Provisional One fee of \$418.00 + HST, plus an additional fee of \$223.97+ HST per location for all other locations in the multiple locations operation.

Fee calculation Multi-Site 5 & Over example: Camp ABC has five camp locations. The camp with the highest gross annual revenue is called the main camp and the other four camps are the satellites. The fee is \$418.00 + HST (\$54.34) for the main camp and \$223.97+ HST (\$29.12 x 4 for the satellites for a total of \$1,484.70

Name of Camp/Outdoor Education Centre with the highest gross revenue:

Include this Camp/Outdoor Education Centre's information in the table below.

Additional Camp/Outdoor Education Centre Names and Summer Addresses	Director's Name	Director's Email and Summer Phone Number
1.		
2.		
3.		
4.		
5.		

Are there other camps/OECs within your organization that have not been included in your Provisional One Application? If yes, please list them below.

Provisional One Outdoor Centre Applicant Agreement

I/We confirm that we have met the minimum criteria to join the OCA as we have:

Operated for a minimum of one fiscal year.

Operated for a minimum of 100 in person participant days (# of participants x # of days = 100).

The preceding information to be true and authorize the OCA to process the 2025-26 Provisional One Application.

That I/we understand that if approved to become a Provisional One (P1) Applicant working towards accreditation, I/we may not use the OCA logo on any materials including, but not limited to, my website, email signature, signage, marketing materials, social media, etc. I/we may state that I/we are working towards OCA Accreditation. Use of the OCA logo is permitted only when Provisional Applicants receive a formal letter signed by the OCA President and Standards Accreditation Committee Chair stating I/we have become an OCA Accredited Member. The earliest this will happen is the fall after my/our second Standards Visit, which can be up to two years following my/our initial approval as a P1 Applicant.

That I/we have reviewed and are working towards compliance of the OCA Standards outlined in the OCA's 2025 Standards.

To have read, understand and agree to abide by the OCA Code of Professional Ethics (see next page).

To have read, understand and agree to abide by the OCA Code of Conduct.

To have our camp/outdoor centre visited in accordance with the OCA Standards/Accreditation Program.

Legal authorization to sign on behalf of the organization I/we represent.

Summary of Required Documents and Confirmations

I have read OCA's Code of Professional Ethics.

Communication: We shall be professional and accurate in all communication to staff, campers and families/guardians, to maintain confidentiality, to eliminate misunderstanding, and to prevent recruitment of another camp's staff. Camps must also refrain from using another camp's name in their literature and marketing materials without written consent.

Advertising: We shall ensure that all programmes, facilities and services are accurately advertised.

All Accredited Member Camps agree to use either the approved Association logo or the statement "Accredited Member of the Ontario Camps Association" in all advertising.

Money: We shall conduct all financial dealings according to legal and fair business practises.

Privacy: We shall protect the confidentiality of campers, parents and staff.

Employment: We shall ask all applicants if they have been employed by another camp. If so, the director will, after obtaining consent, contact the previous director for reference and good character.

Requests: We shall request approval of the camp owner and/or director for the use of files, lists, equipment and supplies of another camp, whether it is in operation or not.

I have read the benefits of joining the OCA.

I have submitted the following documents to rose@ontariocamps.ca:

Current Brochure and/or links to any other promotional materials

Copy of Long Range Plan

Activities List

Supporting Documents for Standards Questions

Camp Director's Resume

Liability Insurance Binder Letter/Policy Document

Most Recent Annual Financial Statement

6 References Forms

Name of Applicant

Signature of Applicant

Date of Signature